

**MINUTES**  
**BOARD OF MANAGERS MEETING**  
**JULY 27, 2015**

**PRESENT:** Paul J. Lloyd - Chairman (Veterans of Foreign Wars); Benjamin “Ben” Saxon (Disabled American Veterans); Robert “Bob” Blais (American Legion); Madeline Dreusicke (Veterans of Foreign Wars Auxiliary); Raymond J. Goulet, Jr. (Vietnam Veterans of America); John Graham (Dept. Commander – American Legion); Robert Dionne (Past Dept. Commander – American Legion); Gerard “Gerry” Bosse (Past Dept. Commander – Disabled American Veterans), Lewis A. Chipola (Dept. Commander – Veterans of Foreign Wars); and Margaret “Peggy” LaBrecque (Commandant). **Excused:** Richard L. Murphy (Marine Corps League); Davide T. Wiggin (Dept. Commander – Disabled American Veterans); and Mark McCabe (Past Dept. Commander – Veterans of Foreign Wars). **Guests:** Bill Bertholdt (President – NHVH Resident Council); Rachel K. Miller (Chief Deputy State Treasurer); Erin Zayac (Senior Treasury Analyst - State of NH Treasury); Michelle Pelletier (NHVH Director of Resident Care Services); Armand Plourde (NHVH Director of Operations); Karen Norris (Assistant Director of Nursing); and Len Stuart (NHVH Program Information Officer).

**\*CALL TO ORDER:**

The Board of Managers Meeting of July 27, 2015, was called to order at 9:00 a.m. by Paul Lloyd, Chairman. Attendees present were led in the Pledge of Allegiance and prayer by Madeline Dreusicke, in the absence of Mark McCabe, Chaplain for the Board of Managers. Madeline Dreusicke will continue as the Chaplain for the Board of Managers.

**\*WELCOME NEW BOARD MEMBERS:**

Commandant LaBrecque welcomed new Board Members – Robert “Bob” Blais, representing the American Legion (term 3/1/2017); John Graham (Commander – American Legion); and Lewis A. Chipola (Commander – Veterans of Foreign Wars). Davide Wiggin (Commander – Disabled American Veterans) was unable to attend today’s meeting.

**\*APPROVAL OF MINUTES – APRIL 20, 2015:**

The Minutes of the Board of Managers Meeting of April 20, 2015 were reviewed and discussed. Motion was made by, Raymond Goulet, seconded by Benjamin Saxon, to accept the Minutes. M/C.

**\*COMMUNICATIONS:**

- Letter of June 29, 2015 from Senator Kelly Ayotte sharing a jointly signed letter that Senator Shaheen and Senator Ayotte sent to Secretary of the Army John McHugh, asking him to review George Nichols’ eligibility for the Purple Heart Award.

**\*CUSTODIAL FUND INVESTMENTS:**

Rachel Miller and Erin Zayac presented the Quarterly and Annual Performance Reviews for the Members’ Administration and Benefit Fund Accounts for the fiscal year ending June 30, 2015.

**\*CENSUS UPDATE:**

Nineteen residents were admitted to the New Hampshire Veterans Home during the quarter of April 1, 2015 – June 30, 2015. The average age of those residents admitted this quarter was 87 years. All of the residents admitted have multiple diagnoses.

**\*BUDGET UPDATE:**

Commandant LaBrecque discussed the status of the Home’s FY 2016/17 budget. As a budget has not yet been enacted for fiscal years 2016 and 2017, a Continuing Resolution is currently in place which provides funding for State of New Hampshire operations and programs for the period of July 1, 2015 through December 31, 2015. The impact on the New Hampshire Veterans Home is our inability to increase the census by 25 veterans. Executive Order 2014 – 009 is still in place regarding freezing of hiring and purchasing of equipment. On July 9, 2015, Governor Hassan signed into law the state’s bipartisan capital budget (HB 25) for fiscal years 2016-2017. The

capital budget includes \$13.5 million for a third floor addition to the Life Enhancement Dementia Unit. The 31,000-square-foot unit, which will increase the number of beds available on the dementia units by 50, is needed to accommodate increased demand for services as the “Baby Boomer” veteran population ages.

**\*ADMINISTRATION AND BENEFIT FUND ACCOUNTS REPORTS:**

- QUARTERLY REPORT (April 1, 2015 – June 30, 2015): Armand Plourde presented and explained the Administration and Benefit Fund Accounts Quarterly Report for the period of April 1, 2015 – June 30, 2015. Motion was made by Madeline Dreusicke, seconded by Raymond Goulet, to accept this report as presented. M/C.

- YEAR-END REPORT (July 1, 2014 – June 30, 2015): Armand Plourde presented and explained the Administration and Benefit Fund Accounts Year-End Report for the period July 1, 2014 – June 30, 2015. Motion was made by Benjamin Saxon, seconded by Paul Lloyd, to accept this report as presented. M/C.

- PROJECTED BUDGET (October 1, 2015 – December 31, 2015): Armand Plourde presented and explained the projected Benefit Fund Budget for the period of October 1, 2015 – December 31, 2015. Motion was made by Raymond Goulet, seconded by Benjamin Saxon, to accept this report as presented. M/C.

**\*CAPITAL PROJECTS REPORT:**

Armand Plourde provided an update on the New Hampshire Veterans Home’s efforts to date concerning capital projects and operational highlights.

▪ **VA Survey FY 2014 Corrections:** Pellowe Construction – Elevator sump pit, fire alarm, post indicator valve, and interior door replacements complete. Minor punch list items are being completed – painting, etc. and should be complete this week. Damper and smoke barrier survey underway with Dubois & King to determine cost and scope of VA required repairs.

▪ **EMR Contract:** On May 27, 2015, the Governor & Executive Council approved a contract for the Veterans Home to enter into a sole source contract with Wescom Solutions, Inc., Mississauga, Ontario, to provide Electronic Medical Record software services (PointClickCare) to the Home’s residents, in an amount not to exceed \$377,687. This contract was approved through February 29, 2020. The Home is beginning training of our staff on the MDS and will continue with a phase-in approach that will complete our Electronic Medical Record scheduled to be fully installed by December 2016. Kiosks for point of care and Wi-Fi access site survey plan for Medication Administration Record being researched and updated July 29, 2015.

▪ **Pharmacy Contract:** We have a new pharmacy contract with Global Empire in the amount of \$1,062,144 approved by Governor & Council on June 10, 2015 thru FY 18. This represents a 15% reduction in our current operating costs – a savings of \$241,715 over the MEI bid.

▪ **Washing Machines:** New high efficiency washing machines were installed on July 20, 2015 with new reinforced pads. This was made possible by a State of New Hampshire energy efficiency grant.

**\*VA SURVEY:**

The Manchester VA Medical Center conducted their annual survey to determine compliance with VA standards April 21-23, 2015. The Survey Team was comprised of three staff from the Manchester VA Medical Center and six staff from Ascellon Corporation. The members of the Survey Team were very impressed with our facility, the care given to our residents, and the positive attitudes of our staff. There were no deficiencies on the clinical side – only deficiencies under Physical/Environmental which were beyond our control. A letter was received on July 13, 2015 from Danielle Ocker, Acting Medical Center Director – Manchester VAMC, accepting our Corrective Action Plans and granting the New Hampshire Veterans Home Provisional Certification. 2015 VA

Survey Corrections include: ▪ Mandated sprinkler system on the 6 atriums on the Life Enhancement Dementia Unit – Engineering plan complete and approved by the Fire Marshal. Vendor installation will be finished by July 29, 2015. ▪ Welch Unit door locksets – 51 units – sent out for bidding by State Purchasing.

**\*QUALITY ASSURANCE REPORT:**

Michelle Pelletier, Director of Resident Care Services, provided a Quality Assurance Report of the progress for the past quarter ending June 15, 2015, and will share updated information with the Board on a quarterly basis.

**\*PROPOSED POLICY UPDATES:**

Commandant LaBrecque discussed a proposed policy for Cannabis for Therapeutic Purposes. A draft copy of the policy will be emailed to Board Members for review and discussion at the next Board Meeting.

**\*RESIDENT/STAFF MATTERS:**

▪ **Smoking shelter:** A 7' x 12' prefabricated non-combustible smoker shelter has been installed with a concrete pad and repaved walkways to facilitate access. Lighting has been installed. The occupancy permit was approved by the Fire Marshal on July 24, 2015.

▪ **New bus:** Delivery of the new bus has been delayed by the vendor. It is now expected in early September.

▪ **Meals:** A \$4.00 hot meal program for staff was implemented on February 23, 2015 and has been well received. 145 tickets have been sold since the inception. Not everyone is using the benefit but those that do are very appreciative of the opportunity – 3-6 on an average per day. Mr. Plourde recommended that we continue this meal program as it was required by the Collective Bargaining Unit - Subunit Agreement that we explore this and implement if possible. This has been a successful program which we will continue.

▪ **ATM Machine:** Citizens Bank is continuing to investigate the possibility of a no cost ATM on-site for resident convenience, especially on weekends. Citizens Bank admitted dropping the ball but has promised an expedited response.

▪ **State P-1 Cards:** The State is requiring the phase out of all Wal-Mart, Home Depot and non-state issued credit cards. Only State P-1 cards will be allowed. Waivers may be requested.

▪ **Vet Cave:** The Vet Cave location has been agreed upon for additional recreational use. Instead of the old Ben Pen, the Staff Development Office next door will be used, providing computer and electrical wiring already in place. This space should be available in a month. Staff will be relocated to the Multipurpose Operations Center Conference Room and Recreation storage will be relocated to the LEDU Basement. Wheelchair parts storage will remain but will be better organized.

**\*BOARD MEMBERSHIP:**

▪ Raymond J. Goulet, Jr. (Vietnam Veterans of America – term to expire on August 26, 2015). Mr. Goulet is interested in seeking reappointment to the Board. Commandant LaBrecque will contact the Governor's Office regarding the status of this reappointment.

**\*BOARD BYLAWS:**

Chairman Lloyd is working on a draft copy of Bylaws for the Board of Managers to review and discuss at the next Board Meeting.

**\*OTHER BUSINESS:**

The New Hampshire Veterans Home will be the host site for the Governor & Council Breakfast on Wednesday, August 5, 2015.

Outgoing Board Members – Robert Dionne and Gerry Bosse – were recognized for their valuable service and commitment as members of the Board of Managers. They were presented with gifts from the Veterans Home family as a token of our gratitude. Mark McCabe was unable to attend today's meeting but Paul Lloyd will deliver his gifts.

**\*UPCOMING EVENTS:**

- ~ *Cruise Night* – August 6, 2015 – 6:00 p.m. – 8:00 p.m.
- ~ *Lobster Bake* – September 10, 2015
- ~ *Patriot Day Remembrance Ceremony* – September 11, 2015 – 10:00 a.m.
- ~ *POW/MIA Vigil* – September 19-20, 2015
- ~ *Grandparents Day with Ice Cream Social* – September 14, 2015 – 1:30-4:00 p.m.
- ~ *Alzheimer's Memory Walk Central NH (Manchester)* – September 26, 2015
- ~ *Family Fun Day* – October 3, 2015
- ~ *Harvest Ball with entertainment* – October 8, 2015 – 2:30 p.m.

**\*DETERMINATION OF DATE OF NEXT MEETING:**

It was determined that the next quarterly Board of Managers Meeting will be held on **MONDAY, OCTOBER 19, 2015, beginning at 9:00 a.m.**

**\*ADJOURNMENT:**

There being no other business, motion was made by Madeline Dreusicke, seconded by Benjamin Saxon, to adjourn the meeting. The meeting was adjourned at 11:50 a.m.

MDL:amb